

Ref No :RL1/10727

To,
Mrs. Neeta Desai
1445 Sadashiv peth Pune

First Reminder
29/12/2018

Subject Your Booking in A SAMPLE PROJECT 3 and our Demand Note for Rs.30,000.00 vide letter Dt.24/03/2018 Building No Tower A FLAT No A-01

Dear Mrs. Neeta Desai

With reference to above, We take this another opportunity to draw your kind attention to the fact that the due date for making of balance payment of Rs.30,000.00 as shown in the demand note expired on 08/04/2018

We have still not received the payment.

We had already mailed you the above referred demand note . In case the same is misplaced by you or if you have not received it, We give hereunder the Statement of Accounts (or dues) for your ready reference and immediate consideration.

Your current installment linked with Registration Charges
was due as intimated to you amounting to a total

Rs.30,000.00

PLUS :Total amount due upto previous installment

Rs.0.00

Total amount due for the account

Rs.30,000.00

LESS :Total amount paid by you as on date

Rs.0.00

Net amount overdue for the account

Rs.30,000.00

We, therefore, once again request you to remit your payment immediately to avoid delayed payment charges.

Thanking You,

Yours Sincerely,

Authorised Signatory,

P.S. : If you have already made the payment of above dues before receipt of this letter, please ignore this reminder and excuse us for the inconvenience.

Note. : Cheque may please be drawn in favour of the SAMPLE COMPANY PVT LTD.